

Clerical and Office Branch
Typist and Secretarial Group
Secretarial Series

LEGAL SECRETARY

11/04 (AIS)

General Purpose

Under general supervision, perform various responsible legal secretarial and administrative support duties.

Typical Duties

Perform a variety of legal secretarial duties. Involves: Compose and type memoranda, correspondence, contracts, subpoenas, motions, reports and related legal materials from rough copy, sound/transcription recordings or other sources for review, approval, use or signature by attorneys. Take and transcribe dictation and minutes. Prepare a variety of general, legal and technical documents of a highly confidential or critical nature, including legal instruments and court pleadings. Research information and gather materials from diverse sources, including those for litigation, agenda items, articles, speeches and reports, as requested. Prepare ordinances and resolutions for City Council. Compile, verify and prepare reports, and file documents and pleadings with courts. Establish and maintain filing systems. Maintain confidentiality of sensitive documents and records. Notarize documents as required. Screen callers and visitors and respond in a courteous manner. Schedule and maintain appointments for supervisors. Make travel arrangements and prepare itineraries. Operate standard and specialized equipment as necessary.

Perform responsible department administrative duties to assist in ensuring requests for action or information are met. Involves: Log incoming and outgoing correspondence, and sort and distribute mail. Respond and follow up on public inquiries, litigation matters or complaints, or refer them to the appropriate person. Contact staff, officials, other City employees and outside organizations to obtain and provide information. Provide information concerning department policies, practices, procedures and activities. Calculate and provide costs for assembly and duplication of requested documents. Arrange time and place for board, committee, staff meetings or conferences. Notify members of upcoming meetings. Prepare, post and distribute agenda and related materials. Take and transcribe minutes of board, committee and staff meetings. Maintain attendance logs.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: Substitute for coworkers, as qualified, to maintain continuity of ordinary operation, if delegated. Provide designated support for projects or activities of others, as instructed. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Comply with safety regulations and maintain materials and supplies.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of modern secretarial practices and principles.
- Considerable knowledge of basic legal office procedures and public contact techniques.
- Considerable knowledge of legal terminology, English grammar, and spelling and punctuation.
- Considerable knowledge of city, state and federal court systems.
- Ability to exercise discretion and judgment on minor administrative decisions, and analyze and determine office administration needs.
- Ability to plan, prioritize and organize workload without close supervision to comply with established time constraints.
- Ability to interpret and follow oral and written instructions.
- Ability to plan, organize, and coordinate work of assigned attorneys to include scheduling of hearings, depositions and interviews.
- Ability to compile and organize information and prepare legal documents and reports.
- Ability to perform mathematical calculations.
- Ability to express oneself clearly and concisely, orally and in writing, to compose and edit correspondence, and to courteously and tactfully screen, obtain and provide information.
- Ability to establish and maintain effective working relationships with fellow employees, city officials, outside agencies and the public, including irate people.
- Skill in typing 65 words per minute, and safe operation and care of personal computer, or network work

station, including word processing, spreadsheet and related software programs, common office equipment including, but not limited to multi-line telephones, fax machines, copiers, calculators, dictation and transcription devices and filing systems.

Other Job Characteristics

- Occasional stooping, kneeling, and bending.
- Frequent sitting for long periods of time.
- Occasional driving through City Traffic.

Minimum Qualifications

Education and Experience: Equivalent to a High School Diploma or General Education Development (GED), plus four (4) years of legal secretary experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Human Resources Director

Department Head

Department Head